



# REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

(Note the Travel Regulations on Reverse Side)



DARLENE GREEN  
Comptroller

DATE 5/28/13

212 City Hall  
St. Louis, MO.

Name Tishaura O. Jones

Department Parking No. 343

Trip To: Ft. Lauderdale

Method of Travel: Air (US Air)

Purpose: International Parking Institute (IPI) Annual Conf.

Prior Approval By: \_\_\_\_\_

	Time	Day/Date
Leave St. Louis .....	9:40 AM	5/21/13
Arrive <u>FLH</u>	1:45 PM	
Convention/Meeting Commencement	: M	
Convention/Meeting Adjournment	: M	
Leave <u>FLH</u>	1:00 PM	5/22/13
Arrive St. Louis .....	5:49 PM	

*Enter Expenses in Appropriate Date Column, Indicate "A" for Meals Served by Airline, "R" for Meals Provided by Registration*

Date	Day/Date	TOTAL							
	5/21	5/22							
Fare	262.60								262.60
Registration	n/a								
Limo - To Airport		8							8
Limo - From Airport	20								20
Breakfast	10	10							20
Lunch	15	15							30
Dinner	25								25
Hotel	239								239
Other: <u>Tax</u>	26.29								26.29
TOTAL	597.89	33.00							

REMARKS:	Less Advance	—
	Less Registration	—
	Less Prepaid Fare	—
	Amount Due	630.89
	Charge to Account No.	

I certify that the above is a true and accurate accounting of my expenses.

APPROVED:

Tishaura O. Jones (Signature) 5/28/13 (Date)

\_\_\_\_\_  
(Deputy Comptroller-Federal Grants) (Date)

\_\_\_\_\_  
(Department Head) (Date)

\_\_\_\_\_  
(Comptroller) (Date)